

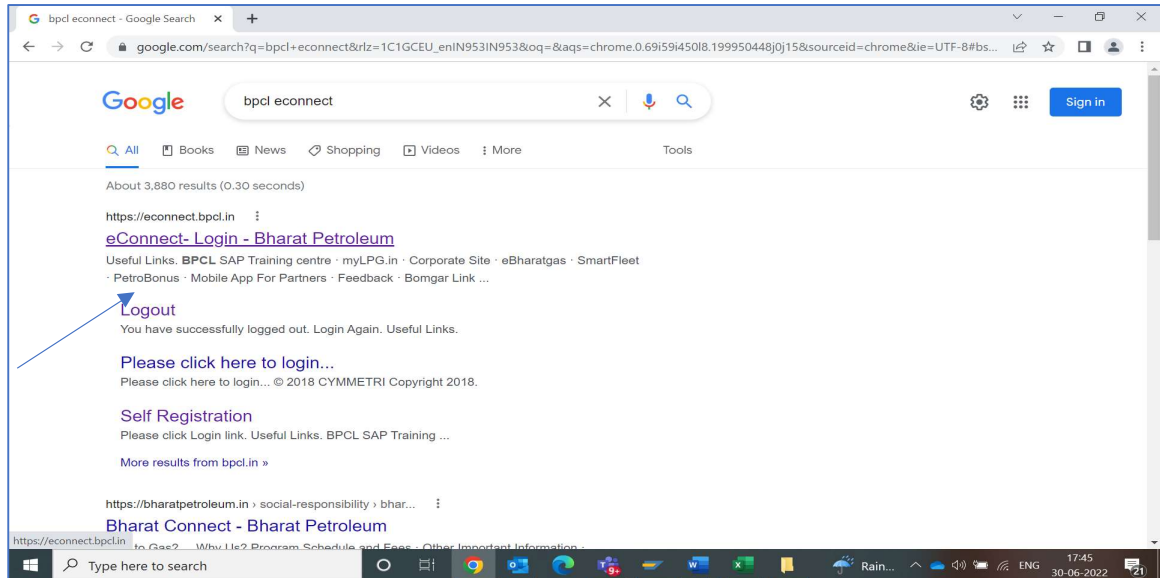
## SOP for Participant Lab on Proficiency Testing Portal - OMC Customers

This SOP describes the operating process of PT portal devised for participant lab which involves,

- 1) Registration for PT scheme
- 2) PT sample receipt in PT portal
- 3) Test result entry
- and 4) Downloading of final PT report.

### A) Registration process by the participant lab

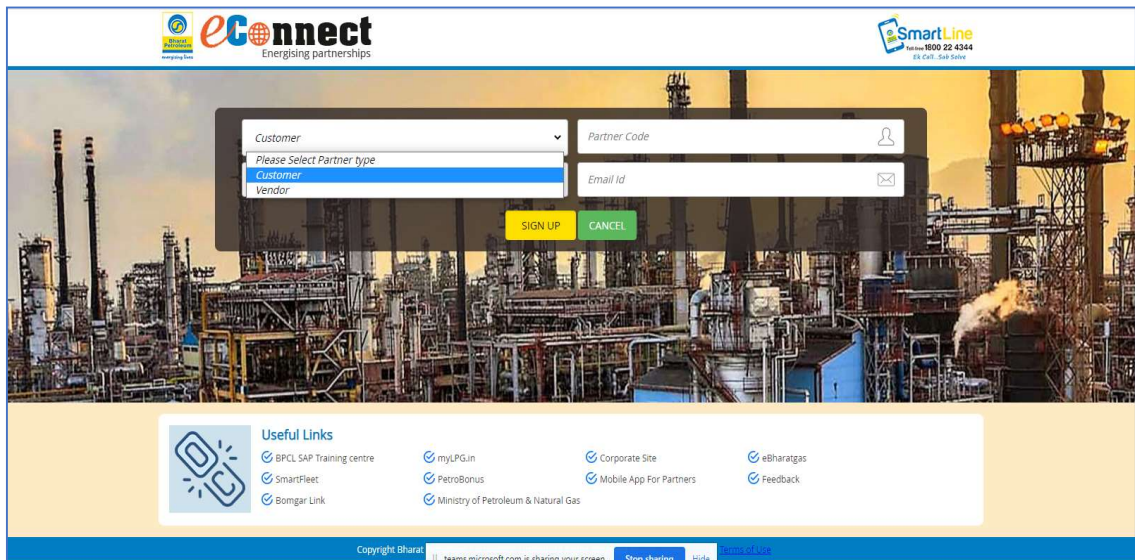
- 1) Visit BPCL Econnect site thru Google chrome



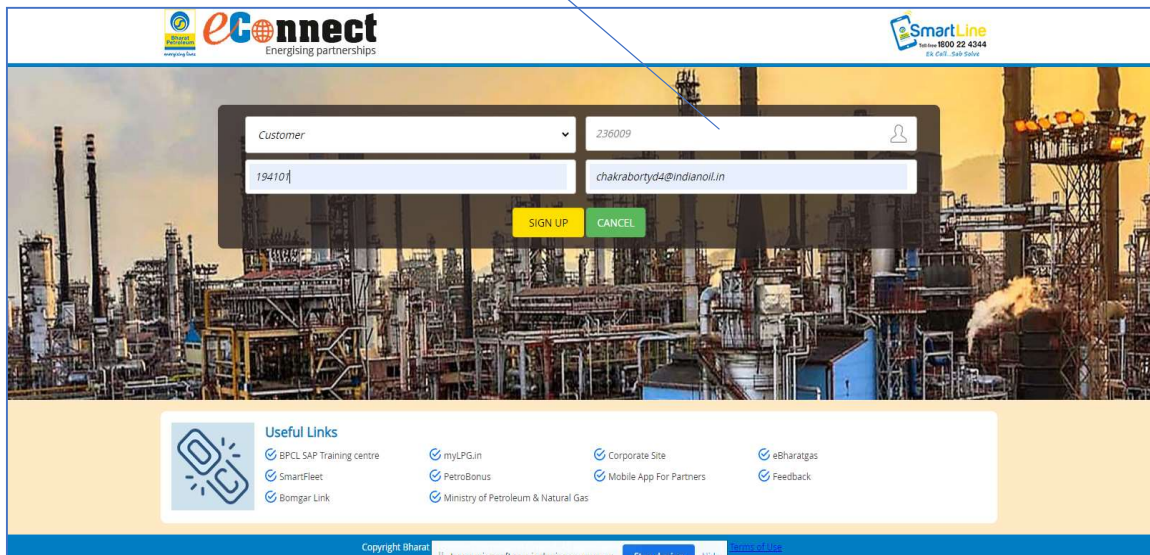
Following screen will open, If you are already a registered customer of BPCL then please enter your customer code by prefixing CC, for eg CC236009, password and Captcha. If you do not know your customer code then kindly contact [madhuranim@bharatpetroleum.in](mailto:madhuranim@bharatpetroleum.in) .



If participant lab knows customer code, however password not known, then participant lab can do self-registration as given in below screen

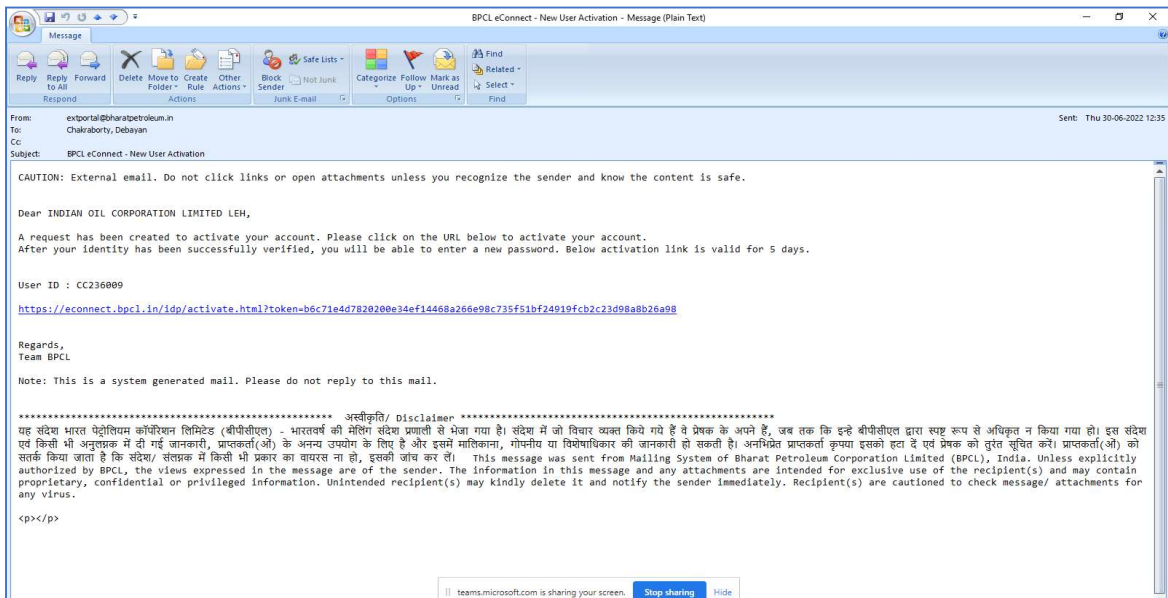


**Do not prefix CC to customer code while self-registering, only enter 6 digit code**

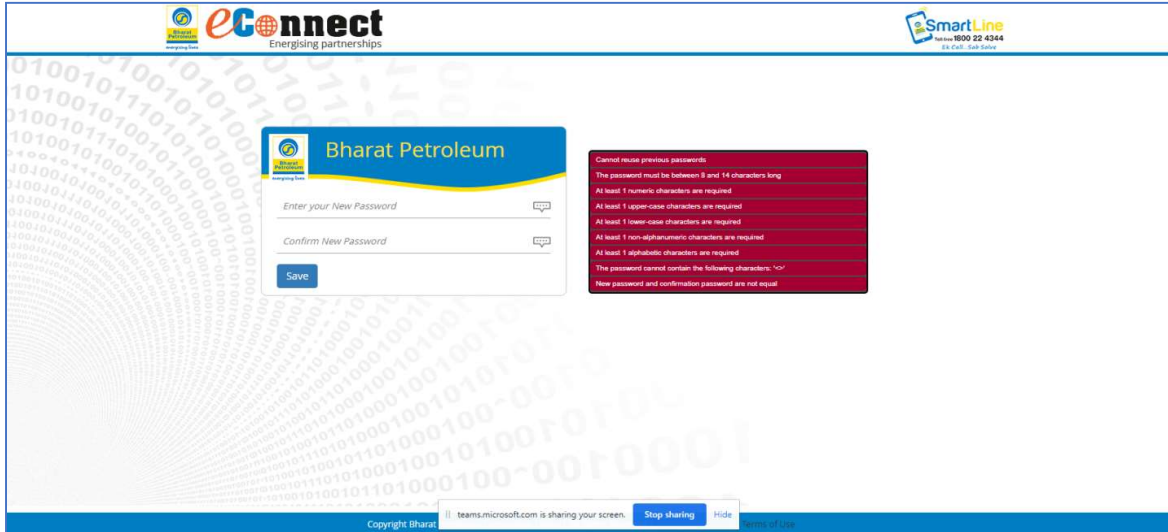


Kindly note that password/registration link will be sent to the registered email id which was given while creating the customer.

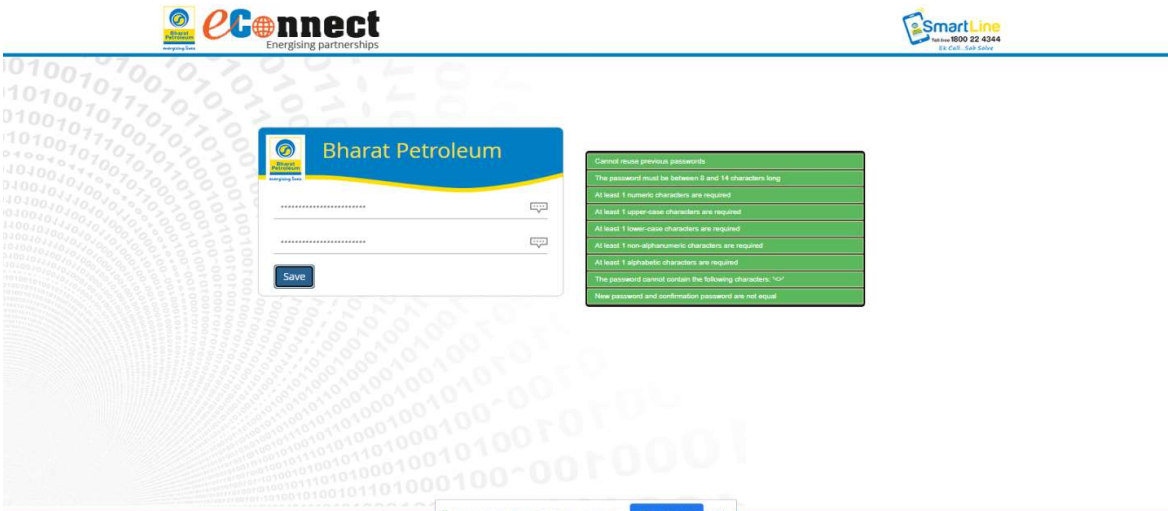


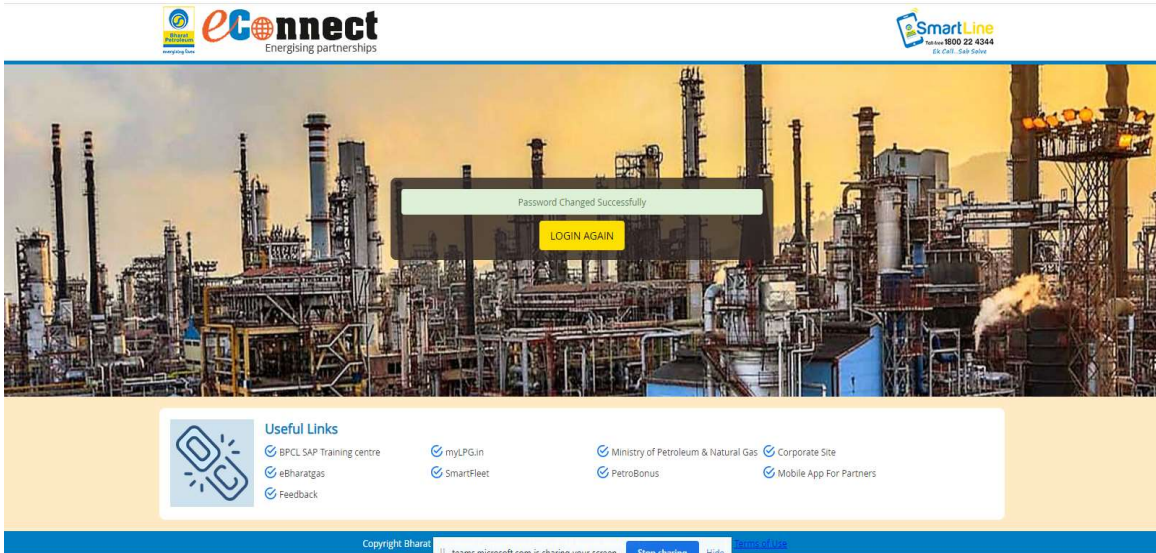


Click on the link to reset the password, following screen will open

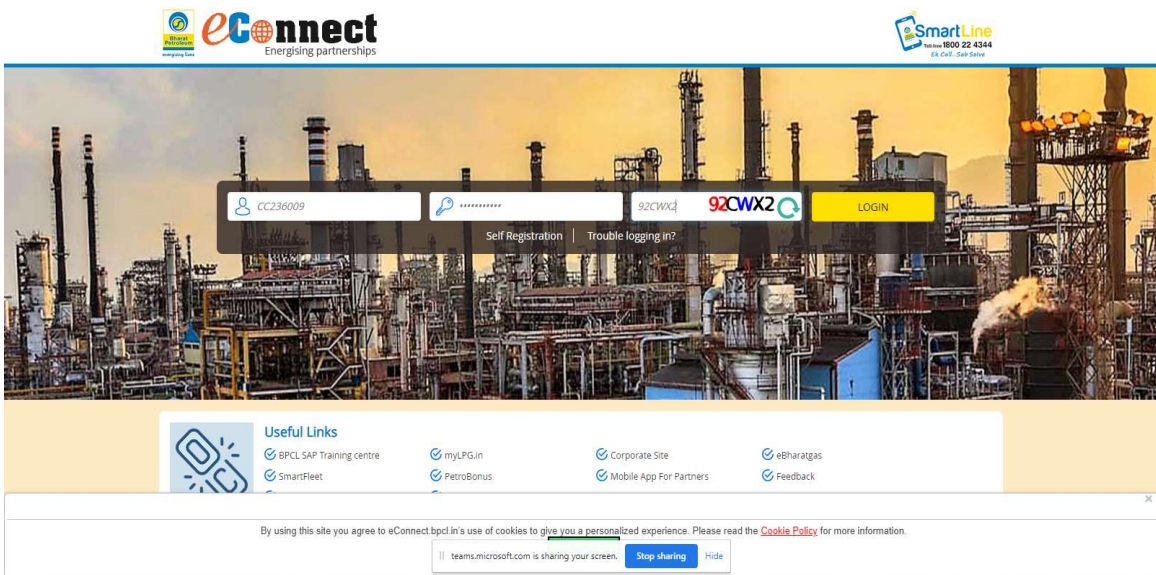


Enter your new password which meets all the criteria given on the right side. Once password is set, following screen will appear

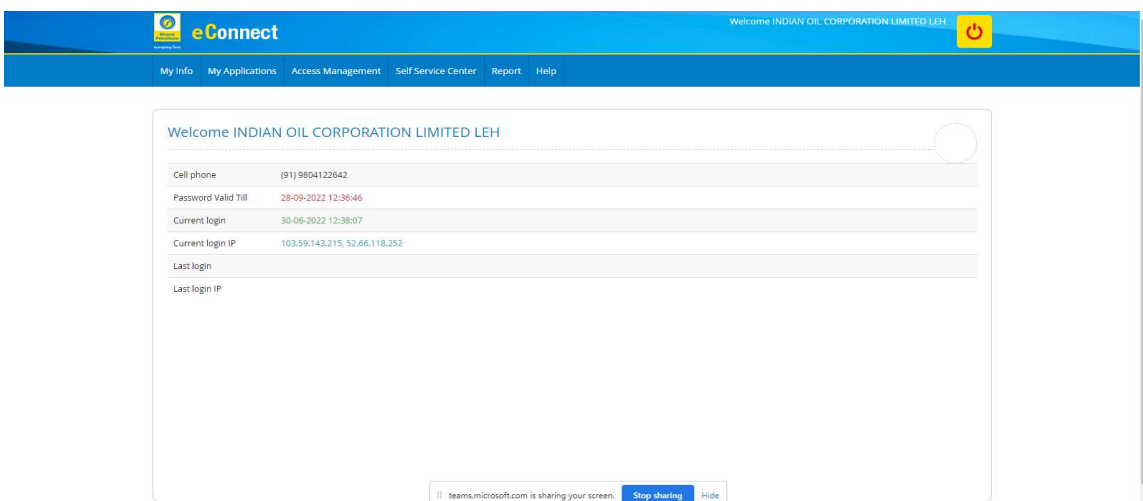




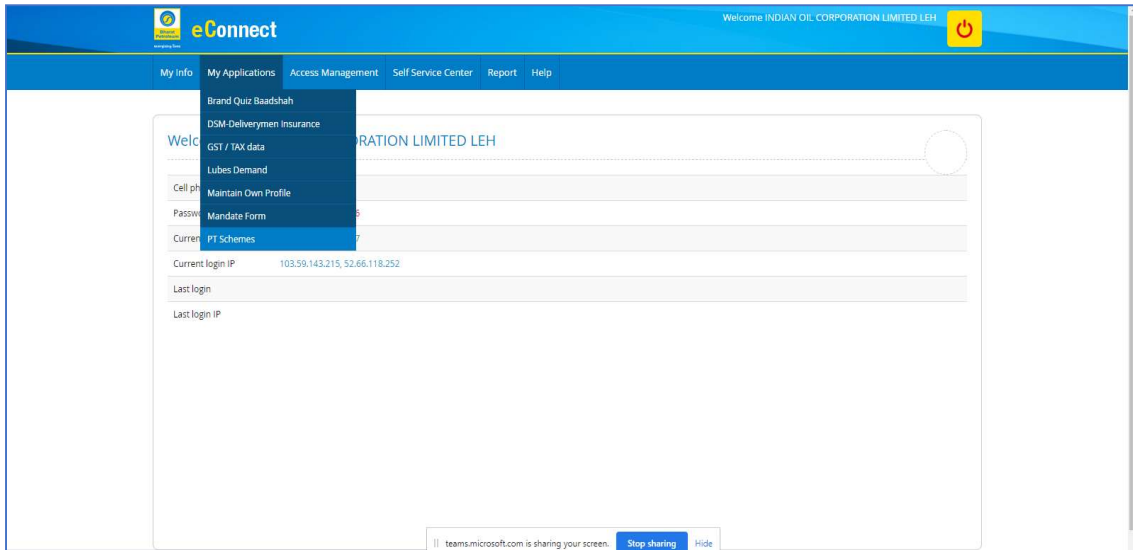
Again, go to the Log in page and enter 6-digit customer code by prefixing CC, Captcha



After successful Log in, home screen will appear as follows,



Go to My Applications ----> PT schemes

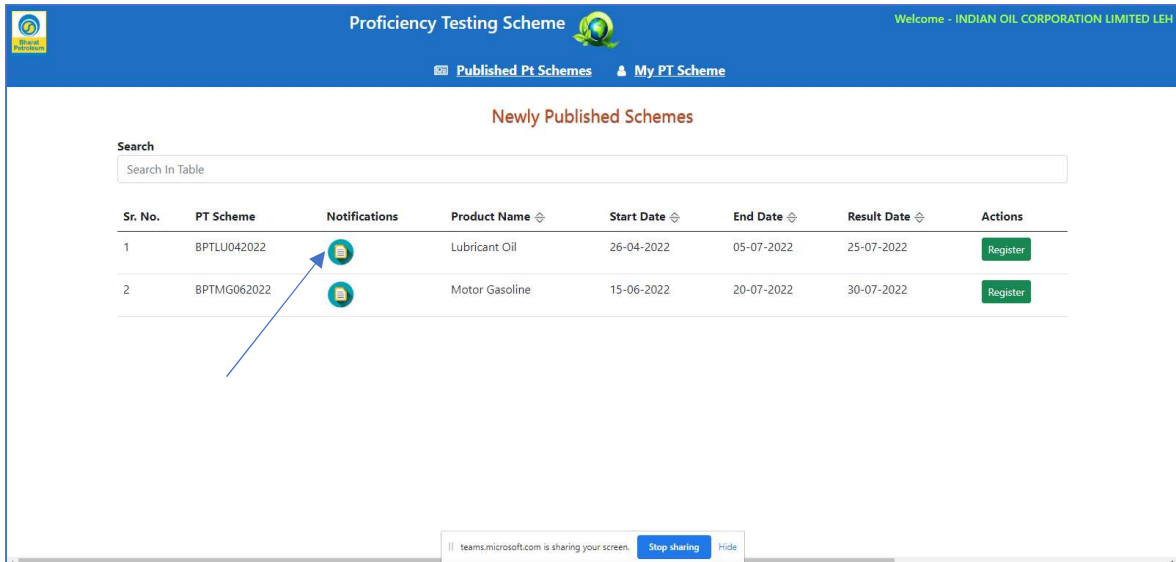


If PT scheme page does not open then please remove the POPUP BLOCK (upper right side one small red cross will appear), after removing pop-up block,

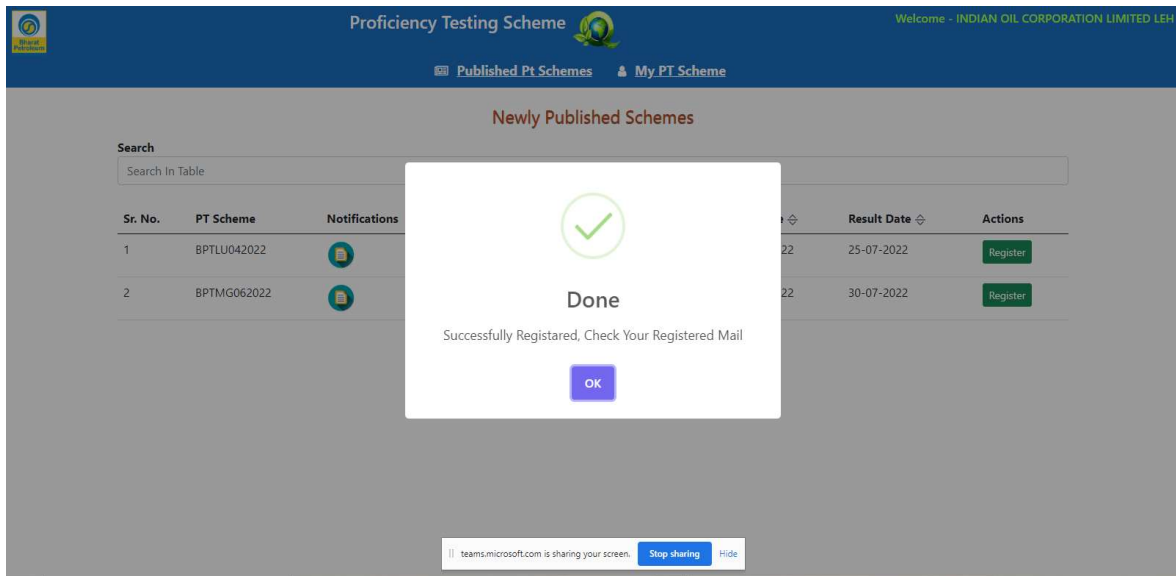
Home page of PT portal will appear as below, Go to Published PT schemes



All the Active and running PT schemes will appear as below, please go through the instruction file which is below "Notification tab" ( green colour circle). After reading the instructions,

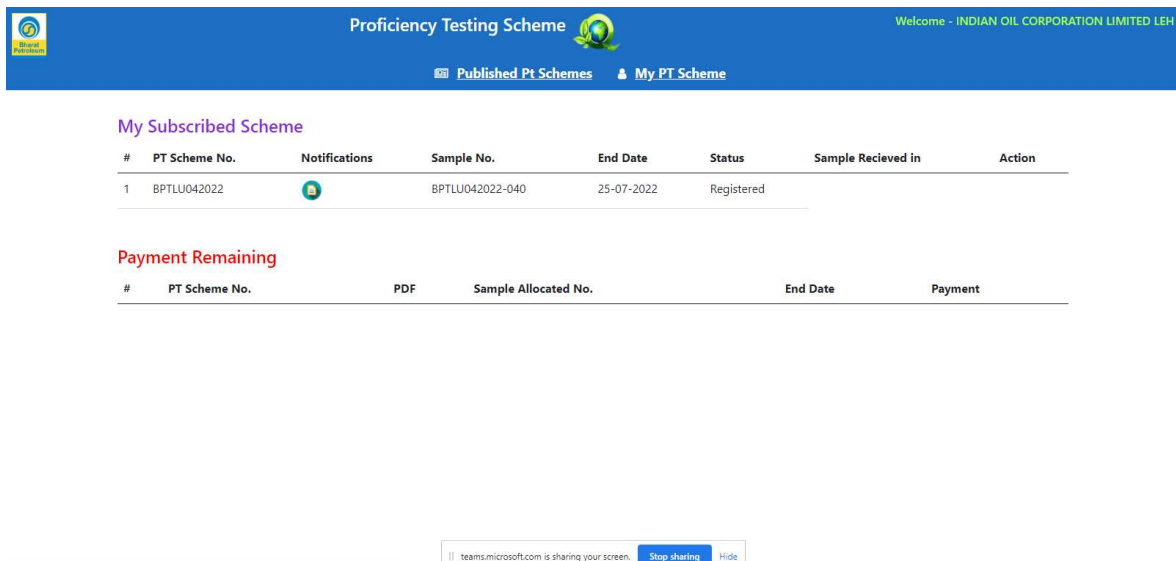


Click on “Register” icon of the desired PT scheme, once clicked, you are successfully registered for the respective scheme and alert will go to PT coordinator



Note - For customers other than OMC, once they click on the Register--> update payment status--> Submit and then registration will get complete.

Go to My PT schemes and registered scheme will appear in this window

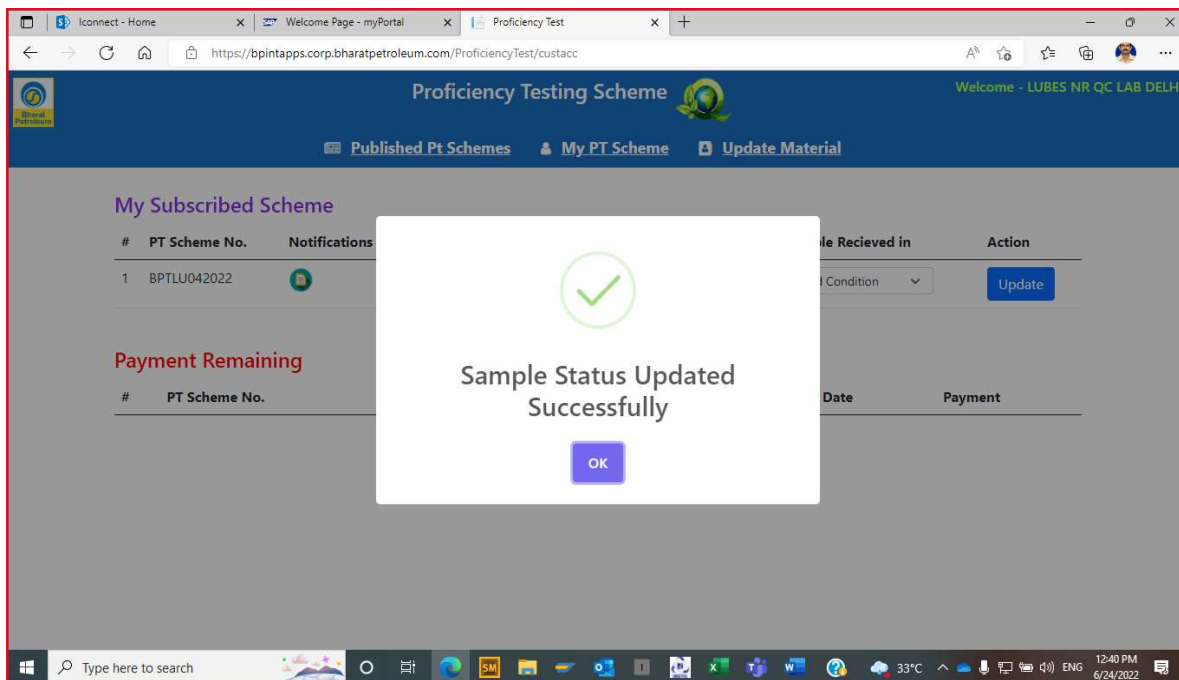
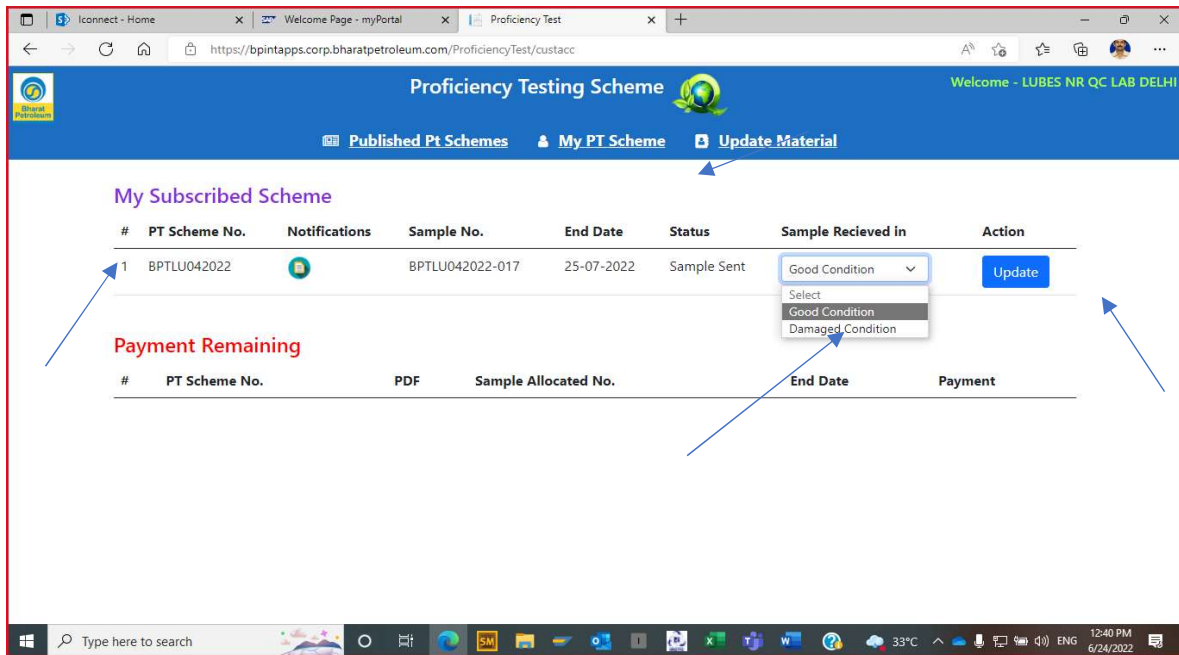


After registration, tax invoice will be shared and payment to be done. once the payment is made, PT coordinator will confirm your registration and sample shall be despatched to you.

#### B) Sample receipt status update

- Once participant lab registers for a particular scheme, PT coordinator will get an alert and he shall be sending the sample thru courier and details will be updated in the system and participant lab can view the same under the scheme status.
- Once participant lab receives the sample physically, same shall be intimated thru the system by selecting “sample received in” tab. If the sample is received under “good condition” select accordingly and then click on “Update”.





System will prompt “sample status updated successfully”

- 1) If the sample is received in damaged condition, PT coordinator will get an alert, and after verifying the details, fresh sample shall be sent again. After the receipt of this fresh samples, again receipt status shall be updated in the system.

### C) Test Result Entry

- 1) Once you update the sample status as sample received in good condition, status will change to “Add Result”

The screenshot shows the 'Proficiency Testing Scheme' dashboard. At the top, there are navigation links for 'Published Pt Schemes', 'My PT Scheme', and 'Update Material'. The main content area is divided into two sections:

- My Subscribed Scheme:** A table with columns: #, PT Scheme No., Notifications, Sample No., End Date, Status, Sample Received in, and Action. One row is visible with PT Scheme No. BPTLU042022, Sample No. BPTLU042022-017, End Date 25-07-2022, Status Sample Received, and Sample Received in Good Condition. An 'Add Result' button is in the Action column, with a blue arrow pointing to it.
- Payment Remaining:** A table with columns: #, PT Scheme No., PDF, Sample Allocated No., End Date, and Payment. This section is currently empty.

2) Incorporate each result as per reporting pattern of each test method and SAVE after each entry. if any facility is not available, not working or lab do not want to report the test parameter by any one particular method, tick the checkbox against “Facility not available”. Please do not leave any window (of test result entry) blank or unattended. Once entry is done for one particular test parameter, select next tab and follow the same process.

The screenshot shows the 'Add Result' form for the 'Acid Number' parameter. The form is titled 'ASTM D 664 ( Method A )' and includes the following fields and options:

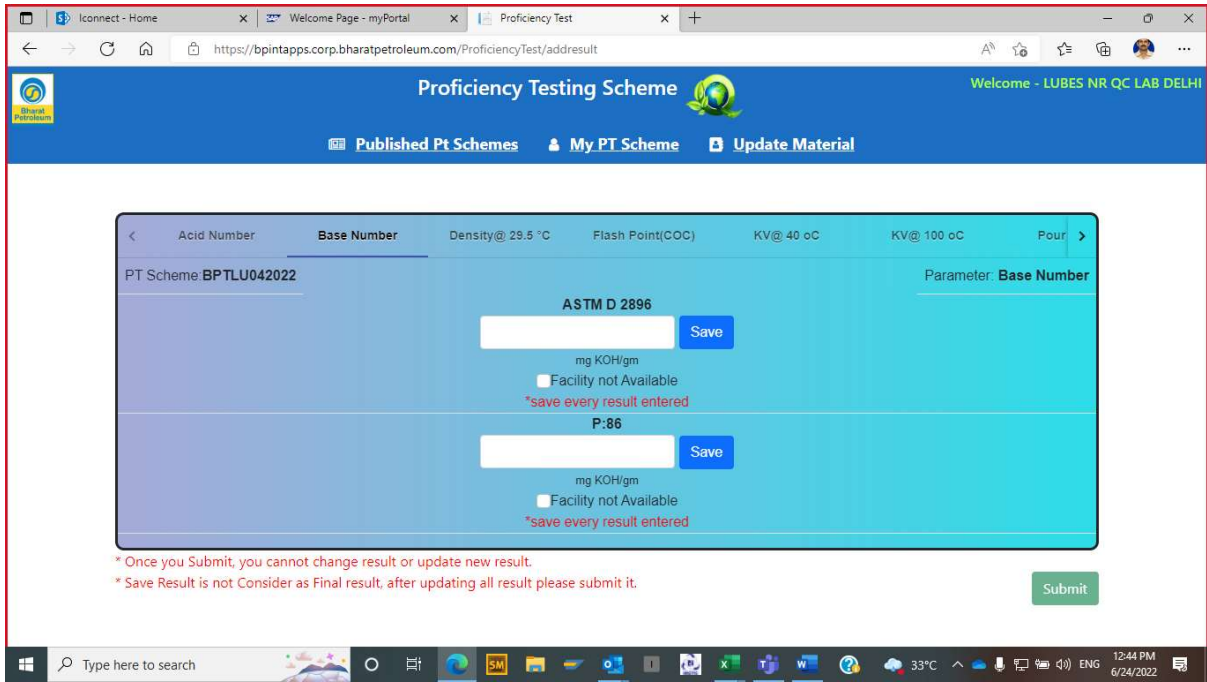
- ASTM D 664 ( Method A ):** A text input field containing '1.70' and a 'Save' button. Below it, the unit 'mg KOH/gm' is displayed, along with an unchecked checkbox for 'Facility not Available' and the text '\*save every result entered'.
- P:1 / SEC:1:** A text input field containing 'FNA' and a 'Save' button. Below it, the unit 'mg KOH/gm' is displayed, along with a checked checkbox for 'Facility not Available' and the text '\*save every result entered'.

At the bottom of the form, there are two instructions:

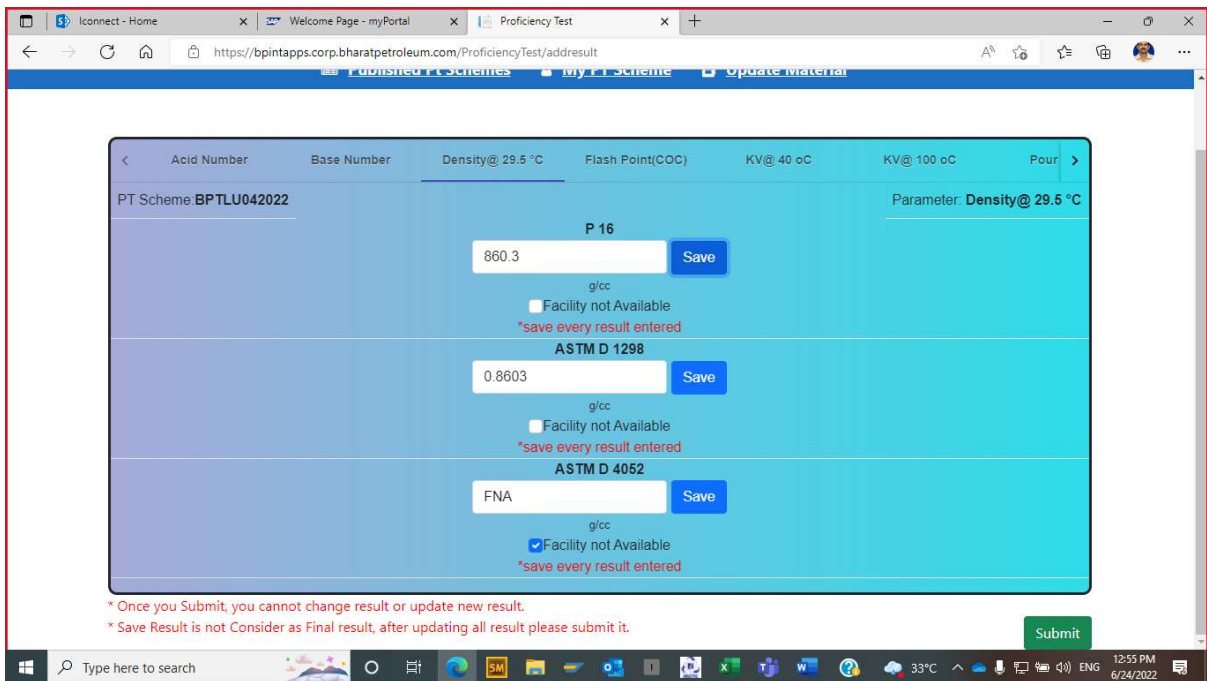
- \* Once you Submit, you cannot change result or update new result.
- \* Save Result is not Consider as Final result, after updating all result please submit it.


A 'Submit' button is located at the bottom right of the form. A blue arrow points to the 'Save' button next to the '1.70' entry.



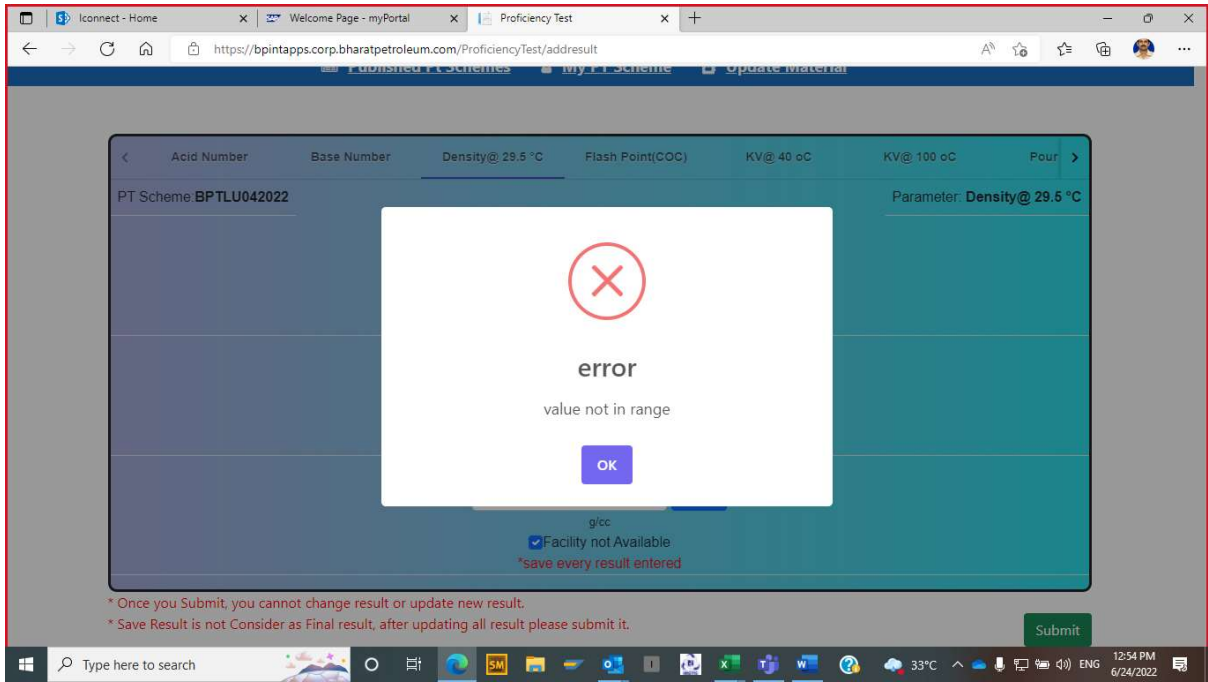


- 3) Click on “SAVE” icon after entering each test result or FNA is mandatory. Also scroll down to check whether additional test methods for that test parameter are available and enter accordingly.

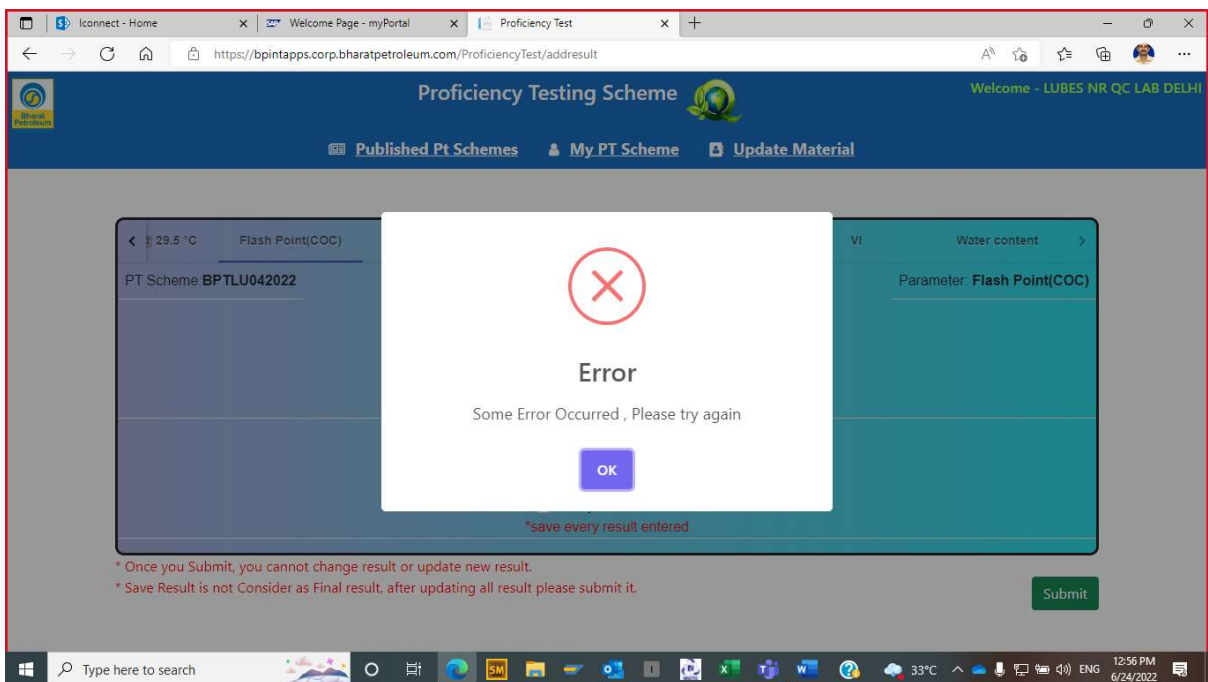



- 4) Once all the test results are entered then “SUBMIT” Button will get activated. Click on “SUBMIT” button for final submission.
- 5) If any error occurs, then kindly “Refresh the screen” by selecting the  in the address bar and check for valid results entry for all parameters again and then “SUBMIT”.

Note : If any test result window is left blank, Submission of test results will not occur. Similarly, if reporting pattern is wrong or not as per the test method, system will prompt as below

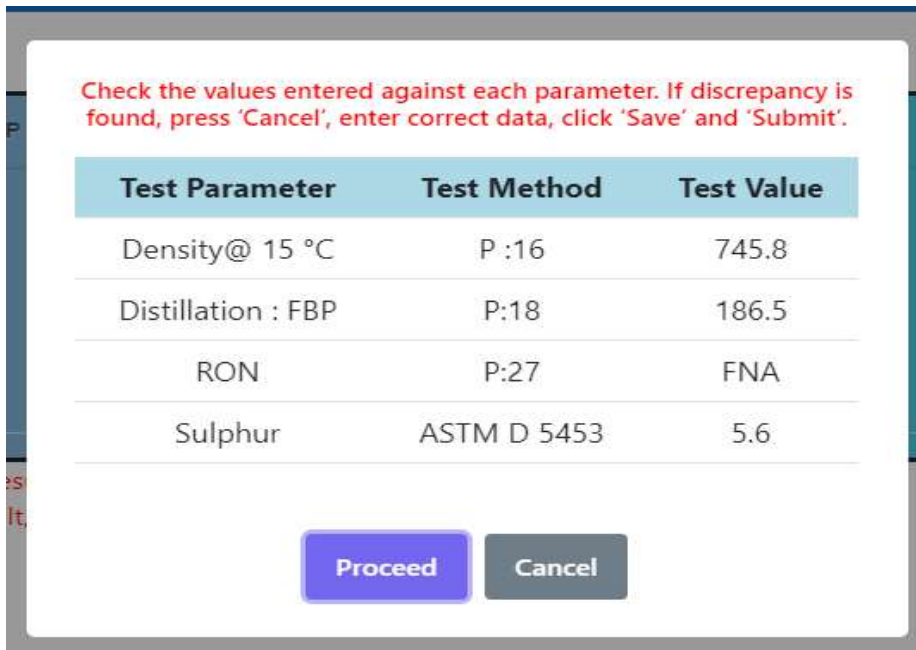


Or, after entering all test results, still error message is prompting then



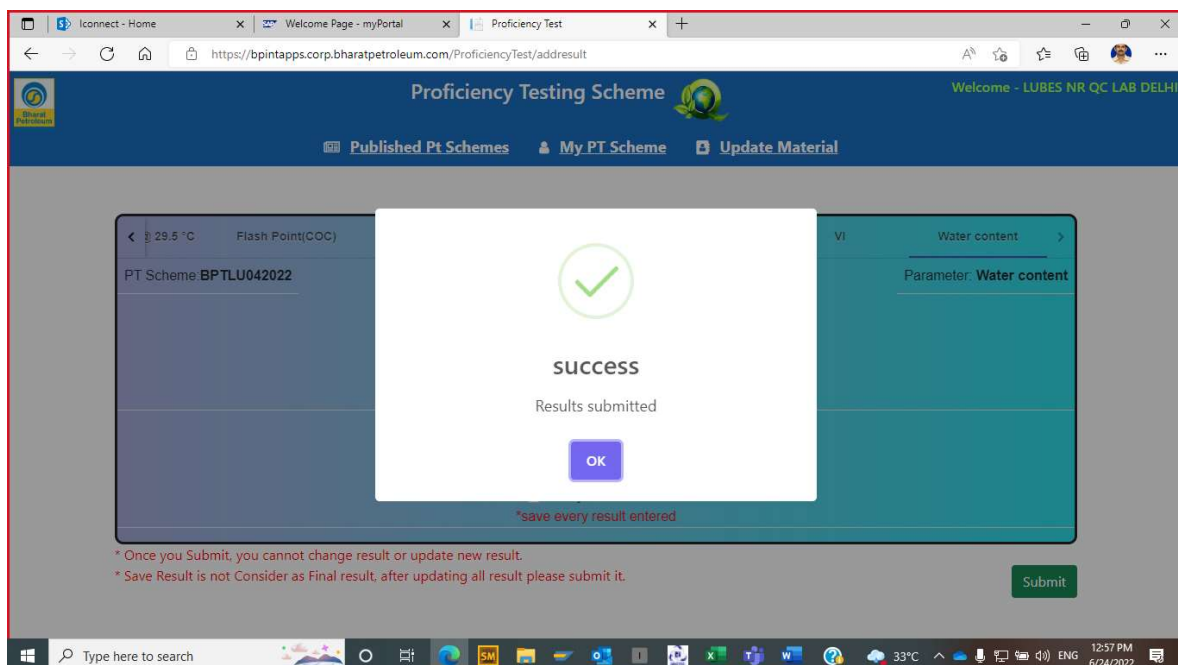
6) Refresh the screen” by selecting the  in the address bar and **check for valid results entry for all parameters again** and then “SUBMIT”.

7) Once all the test results are entered and “SUBMIT” button is clicked, entered results will be displayed in tabular format before final submission. Please check the results thoroughly for correctness, if correct then click on “PROCEED” Button, else click on “CANCEL” button.



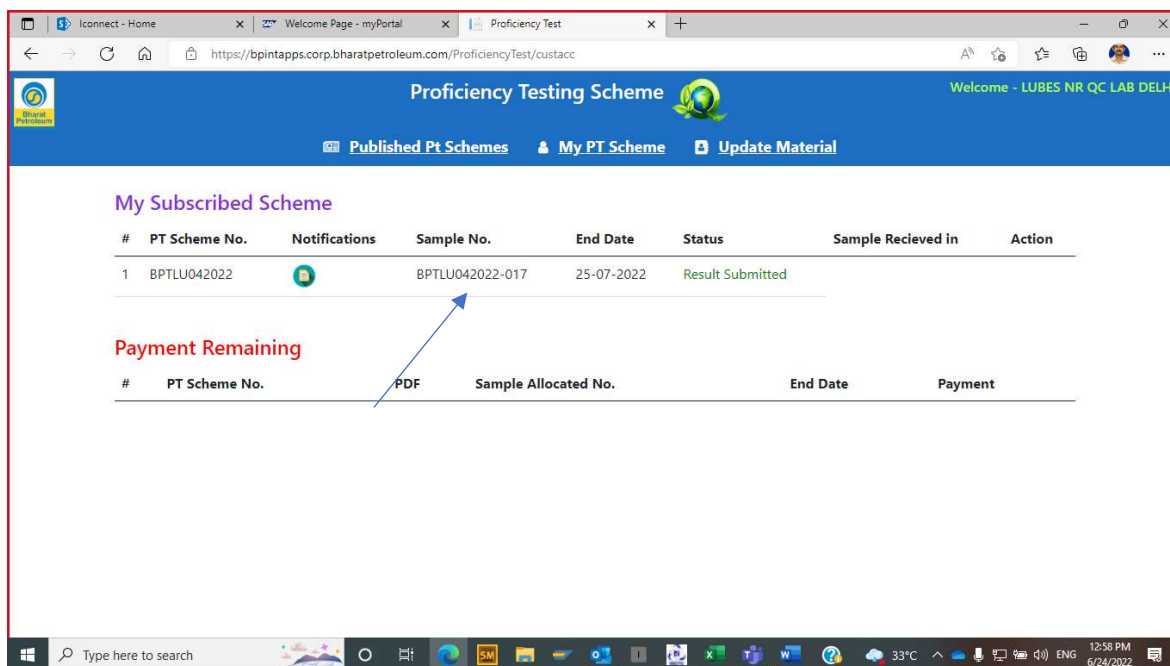
P.S. – Screenshot of the tabulated results can be taken for your records

- 8) On click of “CANCEL” button, screen will again navigate to enter the test results once again.
- 9) Once “PROCEED” button is clicked, screen will appear as follows, and system will not allow to go back
- 10) Once all the test results are submitted, screen will appear as follows,





11) Under MY PT SCHEME status will be updated as “Result submitted”



D) Downloading of Final PT report

1) Once the final report is uploaded by PT coordinator, Report Icon will activate under “Action Tab and participant lab can download the soft copy of report file.

9	<a href="#">BPTDF022022</a>	Diesel Fuel	03-03-2022	05-03-2022	10-03-2022	FINAL PT REPORT UPDATED	<a href="#">View</a>	<a href="#">Report</a>	<a href="#">Final PT Report</a>
10	<a href="#">BPTJF022022</a>	Aviation Turbine Fuel	01-02-2022	09-02-2022	10-02-2022	FINAL PT REPORT UPDATED	<a href="#">View</a>	<a href="#">Report</a>	<a href="#">Final PT Report</a>
11	<a href="#">BPTTA022022</a>	TEST A	24-02-2022	25-02-2022	24-02-2022	FINAL PT REPORT UPDATED	<a href="#">View</a>	<a href="#">Report</a>	<a href="#">Final PT Report</a>
12	<a href="#">BPTTB022022</a>	TEST B	24-02-2022	25-02-2022	23-02-2022	FINAL PT REPORT UPDATED	<a href="#">View</a>	<a href="#">Report</a>	<a href="#">Final PT Report</a>
13	<a href="#">BPTTE022022</a>	TEST E	25-02-2022	26-02-2022	25-02-2022	FINAL PT REPORT UPDATED	<a href="#">View</a>	<a href="#">Report</a>	<a href="#">Final PT Report</a>

2) Lab code for the participant lab shall be same as sample number

\*\*\*\*\*END\*\*\*\*\*